



DATA PRIVACY

I. Purpose

This policy establishes the responsibilities of district employees and authorized individuals regarding the protection of student, parent/guardian, volunteer, and employee information, data, and records (collectively, "personal information").

II. Definitions

- **Personal information:** Any personally identifiable information collected or maintained by the district for any purpose, regardless of the format (e.g., verbal, electronic, or paper).

III. Responsibilities

A. District Employees and Authorized Individuals

1. **Maintain a secure environment:** All individuals with access to personal information are responsible for maintaining an environment that protects its confidentiality and integrity.
2. **Compliance with laws and policies:** All activities involving personal information, including creation, content, maintenance, access, release, use, retention, and destruction, must comply with applicable federal and state laws, as well as district policies and procedures.
3. **Safeguarding information:** Individuals with access to personal information have a duty to protect it from unauthorized access, disclosure, use, or modification. This includes taking precautions to ensure the physical and technological security of personal information.
4. **Communication of sensitive information:** When discussing personal information verbally or in writing, employees must be aware of their surroundings and the type of communication used to minimize the risk of unauthorized access.

B. Third-Party Access

Third parties granted access to personal information must also comply with all applicable laws, district policies, and procedures regarding data security and privacy.



IV. Related Policies

- **Policy 5260:** Personnel Records
- **Policy 3231:** Student and Education Records
- **Policy 4040:** Public Access to District Records
- **Policy 2022:** Electronic Resources and Internet Safety

V. Review and Amendment

This policy will be reviewed periodically and amended as necessary to comply with changes in the law or district practices.